**Objectives:** Seeking a position that will allow me to use my communication and people skills, along with my knowledge of other office department to help running smoothly that other employees can focus on their own specific duties**.**

**Degree Holder: Graduated of Bachelor of Science in Office Administration**

**Major in Office Management (BSOM)**

Rizal Technological University

SY 2011

**Qualification Summary:** Experienced at typing letters, reports etc. copy typing, photocopy, faxing sorting and distributing post and take a minutes if required.

Ability to provide as secretarial support to a multifaceted team.

Computer knowledge especially outlook, word, basically excel.

**Working Experience: WGT General Trading FZCO**

June 25, 2013 to Present

**Receptionist Cum Office Assistant**

* + - * + Answered, screened and directed inbounds calls.
        + Performed as secretarial duties, meeting schedule, appointment set up, faxing and emails.
        + Accepted letters and packages delivered to the front desk and distributed to appropriate staff.
        + Handled delicate situations, such as customer requests, needs the complaints.
        + Performed basic customer service functions
        + Coordinated maintenance of the front desk reception area equipment, furniture’s lighting, application and brochure.
        + Maintained a neat tidy and pleasant appearance of the reception area
        + Monitoring the orders supplies including stationery, staples and other office supplies.
        + Follow up and pick up for the couriers documents.
        + Monitoring for tracking shipments and follow ups for the destination
        + Handling inquiries for the quotation in imports and export
        + Packaging and tagging for the items
        + Make packing list for the delivery orders.

**Mansoor Gulam Rahmanian**

April 25, 2012 to June 01,2013

**Receptionist cum Assistant Secretary**

* Assist the important responsibilities and duties in daily office work.
* Filing documents as per requirement of the manager or updating files.
* Monitoring the orders supplies including stationery, staples and other office supplies.
* Attention to details and records keeping is an important requirement.
* Maintaining the updates mails.
* Answering and receiving calls.
* Follow calls for an appointment.

**Mandaluyong Traders Development Cooperative**

June 16, 2010 to September 10, 2011

**Admin Staff / Operation Staff**

* Duties such as receiving telephone calls, word processing, receiving and directing visitors, filing and faxing are done.
* Handle daily staff scheduling.
* Process maintenance requests, substituting for manager as needed.
* Maintained and compiled the records of business transactions and office activities of establishment.
* Assist the customer’s for the further questions.
* Making the copies of the documents as, assigned by the manager and also according to the needed by the departments.

**Personal Information:**

**Birthplace:** Manila

**Birthday:** November 08, 1987

**Status:** Single

**Religion:** Roman Catholic



**Gulfjobseeker.com CV No:** **1469118**